

Alternative ILP Completion

Completion of an ILP is required by regulation of the Kentucky Department of Education. Completion data is collected at the state level through the web-enabled ILP system. Students must complete an ILP (web or paper version) every year unless the ARC determines it is not appropriate for an individual student to complete it.

The Alternative ILP Completion option allows teachers and advisors to indicate which students at their school are fulfilling the ILP requirement through alternative means.

REASONS FOR ALTERNATIVE COMPLETION

Exceptional Education Student – The student has exceptionalities that prohibit him or her from completing some or all components of the web-enabled ILP. ARC determines whether or not completing a traditional ILP is appropriate for exceptional education students.

Non-Traditional Student – The student is in a facility or location without internet access. In such cases, students must have an alternative plan on file with their school or facility.

There may be other reasons for students to participate in Alternative ILP Completion. Please note that it is the school's responsibility to ensure minimum high school graduation requirements are met, even if a student is marked with an alternative completion status.

HOW DO I RECORD ALTERNATIVE ILP COMPLETION?

To designate a student as pursuing the Alternative ILP Completion option, search for the student using the Search For Students feature of the School ILP Administration Tool.

From the View/Action dropdown menu on the Student List, select Alternative Completion.

Read through the About Alternative ILP Completion information and click OK to proceed.

Select the Status checkbox and the reason from the dropdown menu. Record any relevant comments regarding the student's status in the Comments section. Once you have entered the details for the student click on the Save button

The screenshot shows the 'Alternative ILP Completion' form in the Career Cruising system. The form is titled 'Alternative ILP Completion' and shows details for student Amanda Jackson. It includes fields for Username, Advisor Name, Date Modified, Status (with a checkbox), Reason (dropdown), and Comments. A sidebar on the left lists navigation options like 'Advisor Homepage', 'Search for Students', and 'ILP Options'. The bottom of the form has 'Cancel' and 'Save' buttons.

Alternative ILP Completion

WHAT REPORTS ARE AVAILABLE?

Alternative ILP Completion Status can be tracked through a variety of aggregate reports:

ILP Completion Status

Snapshot – This report provides an overview of ILP completion at the school by grade, including Alternative Completion.

ILP Completion Status by Student – This report is organized by student and shows you which components each student has completed. The ILP Completion Status by Student report can be exported in Excel or in text format.

The screenshot shows the 'ILP Completion Status Snapshot' report. It includes a sidebar with navigation links and a main content area with a table of completion data by grade level.

Grade Level	Standard Completion	Alternative Completion	Incomplete	% Complete
Grade 8	0	0	2	0%
Grade 9	43	2	5	11%
Grade 10	52	1	2	13%
Grade 11	55	0	5	8%
Grade 12	52	2	4	5%
Total	212	5	21	9%

ILP Completion Status Snapshot

Alternative ILP Completion Statistics – This report provides summary and detailed data on Alternative ILP Completion at the school. The summary report groups students by grade level and reason for Alternative ILP Completion. Users can view the list of students in each category as well as the Alternative ILP Completion details for each student.

The screenshot shows the 'Alternative ILP Completion Statistics' report. It includes a sidebar with navigation links and a main content area with a table of completion data by grade level and category.

	Grade Level							All
	6	7	8	9	10	11	12	
Exceptional Education Student (Used some of the ILP)	0	0	0	2	1	0	3	6
Total	0	0	0	2	1	0	3	6

Alternative ILP Completion Statistics

WHAT DO STUDENTS AND PARENTS/GUARDIANS SEE?

When students or parents/guardians of a student with an Alternative ILP Completion option enabled log in, they will see that the ILP Completion Status Bar shows 100% complete. Students and parents/guardians can view the Alternative ILP Completion details by clicking on the View Details link beside the ILP Completion Status Bar throughout the ILP.